



DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS  
FLEET & FAMILY READINESS PROGRAM

# VACANCY ANNOUNCEMENT

ANNOUNCEMENT # JB-05110

POSITION :CHILD AND YOUTH PROGRAM OPERATIONS CLERK NF-0303-02

LOCATION: YOUTH CENTER

SALARY: \$11.71-25.17

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**LOCATION: JB ANACOSTIA-BOLLING**

**OPEN: 17 AUG 2010**

**CLOSE: OPEN UNTIL FILLED**

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**AREA OF CONSIDERATION: ALL SOURCES**

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(X) Regular Full-Time (35-40 Hours Per Week)      () Regular Part-Time (20-34 Hours Per Week)  
( ) Flexible Schedule (0-40 Hours Per Week)

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Submit required forms OF-612 AND OF-306 (forms available for download on <https://www.cnmc.navy.mil/ndw/Jobs/index.htm>)  
To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 12 Brookley Ave. Ste. 108, Washington, DC 20032.  
A résumé may be included with the required forms, but not instead of the OF-612 and OF-306. Please Direct Inquiries to:  
(202)767-5206

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## DUTIES AND RESPONSIBILITIES:

The purpose of the Child and Youth Program operations Clerk is to serve as a contact point for information and perform clerical and admin tasks in support of the CYP, which includes Child Development centers, Child Development homes, School Age Care programs, Youth programs, Resource and Referral program, and the US department of Agriculture Food Program.

The CYP Operations Clerk performs a combination of duties related to one or more components of the CYP. Duties are related to record keeping and reporting, liaison with families and programs, and collection and monitoring of fees and supplies.

## QUALIFICATIONS:

- High School Graduate or equivalent AND 2 years of administrative experience.
  - Knowledge of administrative support functions.
  - Knowledge of general office automation software, practices and procedures in order to accomplish various work assignments.
  - Ability to maintain a computerized database. Working knowledge of computer keyboard and Child and Youth Management Systems (CYMS) or equivalent database system.
  - Ability to maintain accurate reports and records and military style documents.
  - Knowledge of military CDC, CDH, SAC, YP, R&R, and the USDA Food Programs.
  - Experience working with military families and an understanding of military lifestyles is preferred.
  - Experience with cash handling required.
  - Ability to effectively communicate and follow directions verbally and in writing in English.
  - Possess strong interpersonal skills.
  - Ability to favorably pass a pre-employment physical, provide evidence of immunizations and be free from communicable disease.
  - Ability to satisfactorily complete all background checks IAW PL 101-647 to include National Agency Check with Written Inquiries (NACI).
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**Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited on your resume/application you will be disqualified.**

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.